



Natural Resources Conservation Service
675 U. S. Courthouse, 801 Broadway
Nashville, Tennessee 37203

February 27, 2004

TENNESSEE BULLETIN NO. 120-04-1

SUBJECT: MANAGEMENT SERVICES – LTP - WILDLIFE HABITAT INCENTIVES
PROGRAM (WHIP) CONTRACT ADMINISTRATION

Purpose. To provide guidance on modifying prior year WHIP contracts.

Expiration Date. September 30, 2004

Tennessee Bulletin Number 300-04-2 announced the decision that the 2004 average cost price list for items eligible for cost share under WHIP had been prepared on a practice basis and that the list would not include a listing of component items nor their prices. Many contracts written in Fiscal Year 2003 and other prior years were written on a component basis.

There are also a number of prior year contracts where more than a full year has elapsed since the contracts were signed by the Contracting Officer and a practice has not been commenced by the participant. Based on the above, please review all prior year WHIP contracts and take the following actions:

1. Contracts where more than a year has elapsed since the final contract signature and where the participant has not started a practice are to be canceled by preparing a contract modification for signature and processing by the respective Contracting Officer.
2. Active contracts that list individual components of a practice(s) are to be modified to delete those items from the contract and to add newly numbered contract line items with the listing of the item(s) on a practice basis. These modifications will also require signature and processing by the respective Contracting Officer.

JAMES W. FORD
State Conservationist

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